

Defense Logistics Agency Instruction



DLAI 3218
January 26, 2004
J-3314

Technical Support Policy and Procedures

References: Refer to [Enclosure 1](#).

1. **PURPOSE**. This DLA Instruction:

a. Serves as the overarching instruction for the DLA Technical Support Policy and Procedures and provides policy, defines responsibilities and establishes uniform procedures for technical support functions at the DLA Inventory Control Points (ICP's). It implements the Department of Defense (DOD) and DLA Directives, Regulations and Instructions that relate to the technical function.

b. Provides instructions to DLA ICP's technical personnel-equipment specialists, quality assurance specialists, engineers, chemists, pharmacists, metallurgists and other people performing (or being trained to perform) functions that define the technical requirements of material.

NOTE: "Technician" is the term used in this instruction to refer to these personnel.

2. **APPLICABILITY**. This instruction applies to DLA Inventory Control Points (ICP's) involved with item and contract management of DLA managed items. The policy and procedures contained in this instruction are mandatory.

3. **POLICY**. It is DLA policy to comply with all DOD regulations and instructions that relate to technical functions.

4. **RESPONSIBILITIES**. Refer to the DLA Technical – Quality Support Policy and Procedures Deskbook at <https://headquarters.dla.mil/j-3/j-334/ESTS-techsuppdeskbook.asp>

5. **PROCEDURES**

a. Refer to the DLA Technical – Quality Support Policy and Procedures Deskbook <https://headquarters.dla.mil/j-3/j-334/ESTS-techsuppdeskbook.asp> for the following:

1. Missing Data Work List (MDWL) Processing
2. Procurement Request (PR) Returns
3. Contract Referrals
4. Support to Inventory Managers
5. Other technical assistance
6. Definitions
7. Acronyms

b. Refer to [Enclosure 2](#) for additional Information.

6. EFFECTIVE DATE. January 26, 2004

Director, DLA Enterprise Support

2 Enclosures

Enclosure 1 – References

Enclosure 2 – Additional Information

Enclosure 1
References

1. This DLA Instruction supersedes Defense Logistics Agency (DLA) Regulations 3200.2 and 3200.3.
2. Federal Acquisition Regulation (FAR).
3. DFARS Appendix E, DOD Spare Parts Breakout Program. (See Acquisition Method Suffix Code (AMSC) Definitions.)
4. DOD 4100.39-M, Federal Logistics Information System Procedures Manual
5. DOD 4120.24-M, Defense Standardization Program (DSP) Policies and Procedures
6. DOD 4140.26-M, Defense Integrated Materiel Management Manual for Consumable Items
7. DOD 4140.27-M, Shelf Life Item Management Manual
8. DOD 4140.32-M, Defense Inactive Item Program
9. DOD 4160.21-M-1, Defense Demilitarization Manual
10. DOD 5200.1-R, Information Security Regulation
11. DOD Instruction 7220.1, Regulations Governing Project Orders Federal Acquisition Regulation (FAR)
12. MIL-DTL-31000, Detail Specifications for Technical Data Packages
13. MIL-STD-100, DOD Standard Practice for Engineering Drawings (In the process of being superseded by ASME Y14.100M)
14. MIL-STD-129N, Military Marking
15. MIL-STD-130, Identification Marking of U. S. Military Property
16. MIL-STD-280A (S/S by Mil-HDBK-505), Definitions of Item Levels, Item Exchangeability, Models, and Related Items.
17. MIL-STD-2073/1D, DOD Standard Practice for Military Packaging United States Code (USC)
18. ASME Y14.100M, Engineering Drawing Practices
19. DLA-AQPLL PROCLTR 95-06, [Use of Public Manufacturing Sources](#)

20. DLAD, Subpart 17.91, Use of Public Manufacturers
<http://www.dla.mil/j-3/j-336/logisticpolicy/DLADrev5parts/lastDLADrev5updated.htm#Part17>
21. DLAD, Provision 52.211-9000, Government Surplus Material
<http://www.dla.mil/j-3/j-336/logisticpolicy/DLADrev5parts/lastDLADrev5updated.htm#Part52>
22. DLAD Provision 52.211-9003, Conditions for Evaluation of Offers of Government Surplus Material
<http://www.dla.mil/j-3/j-336/logisticpolicy/DLADrev5parts/lastDLADrev5updated.htm#Part52>
23. DLAD Provision 52.217-9002, Condition For Evaluation and Acceptance of Offers for Part Numbered Item
<http://www.dla.mil/j-3/j-336/logisticpolicy/DLADrev5parts/lastDLADrev5updated.htm#Part52>
24. DLAD Subpart 17.75, Acquisition of Replenishment Parts
<http://www.dla.mil/j-3/j-336/logisticpolicy/DLADrev5parts/lastDLADrev5updated.htm#Part17>
25. Joint Instruction (DLAI 3200.1), Engineering Support Procedures for Items Supplied by Defense Logistics Agency and General Services Administration
<http://www.dlaps.hq.dla.mil/dlai3200.1.htm>
26. DLA Instruction, [Value Management \(VM\) Process](#), DLA Price Challenge and Price Verification Program.
27. DLA One Book Chapter, DLA [Packaging Program](#).
28. DLAI 4605.4, User's Instruction for Contracting Technical Data File (CTDF)
<http://www.dlaps.hq.dla.mil/dlai46054.pdf>
29. DLAM 4130.3, Standard Automated Materiel Management Systems (SAMMS) Technical Operations Procedures Manual. <http://www.dla.mil/dlaps/samms/m4130.3/II/1/guide.asp>
30. Joint Manual (DLAM 4140.2), Supply Operations Manual, Defense Supply Center, Supply Operating Procedures. <http://www.dla.mil/dlaps/dlamlistall.asp>
31. DLA Instruction, [Value Management \(VM\) Process](#), DLA Value Engineering Program.
32. DLAR 4140.59, The Unit of Issue in Materiel Management
<http://www.dlaps.hq.dla.mil/dlar/r4140.59.htm>
33. DLA Instruction, [Value Management \(VM\) Process](#), DLA Replenishment Parts Purchase or Borrow Program.
34. DLAR 4155.31, DLA Participation in Government – Industry Data Exchange Program
<http://www.dlaps.hq.dla.mil/dlar/r4155.31.htm>

Enclosure 2
Additional Information

1. This instruction ensures accurate and timely technical and engineering data be provided to DLA employees, customers, contractor, and others.
2. The focus for the activities conducted during execution of the Technical Support Policy and Procedures is to:
 - a. Ensure accurate technical requirements to define the correct item of supply;
 - b. Ensure technical requirements are documented, coordinated and communicated with Military Service customers, Provisioning Activities, Preparing Activities, Engineering Support Activities, contractors and within DLA; and,
 - c. Ensure technical support of provisioning, logistic reassignments, contracting, cataloging, supply, and distribution activities; and, ensure the accuracy and compatibility of supporting databases such as the CTDF and the TIR.
3. The Agency goal for this process is to ensure that all data used in the implementation of the Joint Defense Logistics Agency and Military Services Engineering Support Program is accurate and timely and facilitates obtaining the necessary engineering support for the acquisition and management of all items of supply assigned to DLA.